



## CHIEF ACCOUNTANT

Job Code: 1103

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o018

### NATURE OF WORK

This is professional accounting and advanced supervisory work in coordination activities of the Accounting Division in the City's Finance Department and in performing advanced accounting work which requires a high degree of professional skill and experience. An employee in this classification is responsible for directing and supervising the maintenance of accounts, preparing such financial data as may be required for effective management of these fiscal affairs, and controls all funds disbursed or received by the City.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Plans, assigns, and supervises the work of subordinate employees in recording accounting transactions to accounts receivable, accounts payable, and general ledger; maintaining and reconciling journals, ledgers, and other records; and preparing periodic financial and statistical statements, reports, and tabulations of all accounts kept of financial management system including rebuilding files, creating report, writing reports, processing monthly and yearly closings, purging information, and running reports
- Prepares financial statements, footnotes, and related statistical schedules for printing the City's Comprehensive Annual Financial Report
- Coordinates year-end audit functions
- Creates cash flow statements
- Prepares monthly work order reports for distribution
- Works with other City department to resolve over-expenditures and other problems
- Directly supervises analysts assigned the Fixed Asset Inventory, Resort Tax, Accounts Payable and Payroll responsibilities; serving as backup where needed to ensure all deadlines are met
- Supervises and participates in special projects and problem solving with various departments
- Serves as backup to the Revenue Supervisor
- Confers with superiors on matters relating to fiscal, administrative, and budgetary policy
- Develops and supervises the installation of new accounting procedures as need arises to resolve problems and/or improve the system
- Performs related tasks as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of accounting and ability to apply this knowledge to work situations
- Considerable knowledge of the organization and operation of the City government
- Considerable knowledge of the laws, rules, and regulations controlling budgetary, fiscal record keeping, and contract procedures of the City government
- Considerable knowledge of the principles of public finance administration
- Considerable knowledge of accounting procedures and equipment and the principles and practices of office management
- Ability to prepare complete and accurate accounting reports and statements of considerable complexity
- Ability to supervise and coordinate the work of an accounting staff in a manner conducive to full performance and high morale
- Ability to establish and maintain effective working relationships with other employees and public officials
- Ability to keep complex records, assemble and organize data, and prepare reports from such records
- Ability to express oneself clearly and concisely, both verbally and in writing

- Ability to analyze and evaluate accounting problems and to develop pertinent accounting, operating procedures and related data

## MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited college or university with a major in Accounting, Finance, or Business
- Five (5) years' full-time paid accounting experience in a computer based municipal setting
- PC and spreadsheet experience required
- Experience can substitute for education on a year for year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in orders to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, and kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General and specific assignments are received from and reviewed by the Assistant Finance Director
- Work is performed with little direct supervision and with some latitude for use of independent judgment in the selection of work methods and procedures
- Work is reviewed for compliance with generally accepted accounting principles, established departmental policies and standards, and attainment of desired objectives

## SUPERVISION EXERCISED

- Supervision is exercised over subordinate professional and clerical personnel through preliminary review of reports for adherence to established accounting principles, practices and procedures.